



Runge Independent School District

600 Reiffert ~ P.O. Box 158

Runge, Texas 78151

Phone: (830) 239-4315

Fax (830) 239-4816

To: Parent(s) of Student

Re: New Student Application Transfer

Following the Texas Education Code (TEC) for admissions and Runge ISD Board Policy FDA for admissions of inter-district transfers, an application must be processed and entered into the Texas Education Agency electronic program.

Early consideration will be given to requests of current transfer students, so please complete the enclosed application and return it to the campus office as soon as possible. Once entered into the official electronic system we will reply to you as soon as possible.

As a final point we must notify you that should a transfer into our district be approved, the student "must follow all rules and regulations of the District, and that violation of the District's rules and regulations may result in revocation of the transfer agreement."

Thank you for sharing your child (ren) with our district. We hope to continue to provide education services for your family. Please feel free to contact me if you have questions or comments.

Sincerely,

Hector O. Dominguez Jr.

New Student Transfer Process, Timeline, and Checklist Process:

Runge ISD will only review transfer applications that include every document requested below. If a transfer application is approved, additional documents will be requested prior to student enrollment.

1. Runge ISD Transfer Application
2. Copy of Driver's License of Parent/Guardian
3. Copy of Student's Social Security Card
4. Copy of Student's Birth Certificate
5. Copy of Student's Health and Immunization Records
6. Copy of Current Report Card or Achievement Record
7. Copy of Current Standardized Test Scores or State Assessments
8. Documentation of Current Disciplinary Record
9. Documentation of Current Attendance Record